

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office
FROM : Acting Chief, Administrative Staff
SUBJECT: Weekly Activity Report

DATE: 27 August 1953

1. GENERAL

a. Agency Regulations (continued item)

Proposed revisions to paragraphs 5 and 28 of HB [REDACTED] 25X1A
Travel Processing Guide, will be submitted this date to the
SA/DD/A for final concurrences and comment. Paragraph 5 has been
revised to provide for the use of certain cabin class accommo-
dations on ships. Paragraph 28 has been revised to establish
procedure for obtaining travel advances under emergency con- 25X1C
ditions.

[REDACTED]

b. Budget - Fiscal Year 1955 (continued item)

The Logistics Office FY-55 Budget Estimate was submitted to
the Comptroller 26 August 1953.

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Meetings have been held this week between the Training
Officer and Division Representatives responsible for their
respective phases of this course. Setting of a tentative
date to begin the course will depend on the time needed for
[REDACTED] to prepare for trainees. Headquarters phase of
training appears to be in readiness.

25X1A

b. Human Resources Training Program (continued item)

The 4th Human Resources Training Program is now in progress.
Majority of reports on this program have been very favorable.

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3. OTHER ITEMS OF INTEREST

a. Personal Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	3	1
GS-6 and below	5	0
Total	8	1

Coordination & Requirements Staff

GS-7 and above	7	2
GS-6 and below	5	2
Total	12	4

Procurement Division

GS-7 and above	4	7
GS-6 and below	4	0
Total	8	7

Supply Division

GS-7 and above	7	6
GS-6 and below	27	6
Wage Board	33	12
Total	67	24

Transportation Division

GS-7 and above	7	2
GS-6 and below	7	1
Wage Board	2	7
Total	16	10

Real Estate and Construction Division

GS-7 and above	2	3
GS-6 and below	3	0
Total	5	3

b. Basic Intelligence Course (SUP) (Continued item)

No change.

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- c. Mail Distribution (continued item)
No change
- d. Vital Material Program (continued item)

No change

5. MAJOR OBJECTIVES

- a. Career Service Program (continued item)
No change
- b. Logistics Office Training Program (continued item)

25X1A9a [REDACTED] new Logistics Officer for FE Division, has been undergoing an individual indoctrination program during the past week.

The next Training Coordinators meeting has been scheduled for Monday, August 31.

- c. Identification of Logistics Positions (continued item)
No change.



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AS/LO/MFB:lmr

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